

# PERMANENT PARKING PERMIT / DoD DECAL APPLICATION

(Must be filled out completely)

- ☐ Decal Only (no further action)  
☐ Permanent Parking Permit Only  
☐ Decal & Permanent Parking Permit

- Date Stamp & initial  
☐ Renewal  
☐ Metro Check Holders

Last Name: \_\_\_\_\_ First: \_\_\_\_\_ MI: \_\_\_\_\_  
Grade/Rank: \_\_\_\_\_ SSN: \_\_\_\_\_ Length of Orders/Contract: \_\_\_\_\_  
Military ☐ Retired Military ☐ DoD Employee ☐ Contractor ☐

Command/Activity: \_\_\_\_\_ Branch of Service: \_\_\_\_\_ Bldg #: \_\_\_\_\_  
Command Phone #: ( ) - \_\_\_\_\_ Email: \_\_\_\_\_  
(Office Email Address Only)

Driver lic #: \_\_\_\_\_ State of DL: \_\_\_\_\_ DOB: \_\_\_\_\_  
Vehicle #1 Tag #: \_\_\_\_\_ State: \_\_\_\_\_ VIN: \_\_\_\_\_  
Make: \_\_\_\_\_ Model: \_\_\_\_\_ Color: \_\_\_\_\_ Year: \_\_\_\_\_  
DoD Decal #: \_\_\_\_\_ Rocker Color: \_\_\_\_\_ Decal Expiration: \_\_\_\_\_  
(6 characters; ex: MHG 234) (blue, red, green, white) (mm/yy)  
Vehicle #2 Tag #: \_\_\_\_\_ State: \_\_\_\_\_ VIN: \_\_\_\_\_  
Make: \_\_\_\_\_ Model: \_\_\_\_\_ Color: \_\_\_\_\_ Year: \_\_\_\_\_  
Decal #: \_\_\_\_\_ Rocker Color: \_\_\_\_\_ Decal Expiration: \_\_\_\_\_

Company: \_\_\_\_\_ Policy #: \_\_\_\_\_ Expiration: \_\_\_\_\_  
(mm/yy)

Handicapped ☐ Executive Reserved ☐ Executive Pool ☐ Individual ☐ Carpool ☐  
Vanpool ☐ Motorcycle ☐ Kiss & Ride ☐ Volunteer ☐

**PRIVACY ACT STATEMENT:** This information is collected under authority of P.L. 89-564, Sec.401 Title 23, U.S. Code Highway Safety Act of 1966. The information will be used to register and mark non-government motor vehicles operated aboard Department of the Navy Installations. Routine uses include traffic, parking and security management; certification that insurance and vehicle inspection requirements are met, and identification of vehicles involved in accidents, felonies, etc. While disclosure of the information is voluntary, a privately owned vehicle may not be registered for use aboard a DoN Installation without it. Registration decals are for official use of the holder designated hereon. Use or possession except as prescribed is unlawful and will make the offender liable to penalty. 18 USC 499, 506, and 701.

I hereby certify that:

1. I will abide by all traffic, parking and security regulations.
2. I will submit to search of my vehicle as may be ordered by competent authority.
3. My insurance policy meets the minimums established by the Department of the Navy, and/or the state or locality where the vehicle is operated.
4. The vehicle has satisfactorily met inspection requirements of this state or locality, where required.
5. I further understand the government has no liability for loss or damage not attributable to negligence of employees on official duty.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Permanent Permit #: \_\_\_\_\_ Type: \_\_\_\_\_ Area: \_\_\_\_\_ Exp: \_\_\_\_\_  
(mm/yy)  
Issued By: \_\_\_\_\_ Date Issued: \_\_\_\_\_ Verified: \_\_\_\_\_

# NSAW Permanent Parking Permit/DOD Decal

## Application Instruction

### 1. Complete the NSAW Parking Permit Application (Front).

- Provide a command phone # and an office email address (only use personal email account if you do not possess a government email address).
- List each vehicle you intend to park/drive aboard an NSAW installation.
- If you were previously issued DoD Decals, list the appropriate info:

**Decal #:** 6 alpha-numerics (ex: MHX 234)

**Rocker Color:** Has the based issued from or "NAVDIST WASH" printed on it

(BLUE - Military Officers, RED - Military Enlisted, GREEN - DoD Employees, WHITE - Contractors)

**Decal Expiration:** Month/year (ex: 04/09)

### 2. Verification of the following information (you can bring to Pass & ID, Bldg 126 and we'll verify):

- Driver's License (must be current)
- Vehicle Registration for each vehicle listed (must be current)
- Auto Insurance Verification Card for each vehicle listed (must be current), insurance receipts may only be used if the Vehicle Identification Number (VIN), name of the insured and the date of expiration are listed on the receipt
- Employee ID
- Employment Verification
  - **Military:** Orders to WNY w/ EDD/PRD listed or Employment Verification Letter
  - **DoD Employee:** CAC if command is listed (i.e. "NAVFAC"), or Employment Verification Letter from command/activity, or show SF50 to Pass & ID personnel (a copy will not be retained)
  - **Contractor:** Employment Verification Letter

### 3. Attach all information to your completed application:

- Submit your package to the Pass & ID Office, Bldg 126 at your convenience.
- You'll be issued a parking placard the same day while you wait (as long as this can exist).
- If DoD Decals are requested, they will be provided at the time of application submission provided all submission requirements have been fulfilled.

### PARKING PERMIT NOTES:

- **Handicapped Parking Permit:**  
Either your vehicle registration denotes disabled license plate or provide a copy of the state certified handicap permit
- **Kiss N Ride Permit:**  
List each vehicle that will require access to the installation for pickup/drop off. Also ensure you verify the license for each individual who will be accessing the installation.
- **Exec Pool Permit:**  
Provide w/ your package either a letter from your command/activity stating GS-15 eligibility or you may show Pass & ID personnel your Form 50 (a copy will not be retained). "Form 50 verified" will be entered on your application. Current base salary requirement for personnel under the NSPS to qualify for an Exec Pool Permit is (\$108,500) equal to YA 3 or YC 3, with GS equivalent noted in letter from command (CY09)
- **Car Pool/Van Pool Permit:**  
Attach a list of all members w/ command and phone # contact information. Additionally verify each individual who will operate the vehicle(s) aboard the installation.
- **Any vehicle not registered in the employee's name:**  
Per DoD guidance, requires a notarized Power of Attorney. If the individual listed on the registration is a spouse with the same last name, a signed letter from the spouse stating approval to operate the vehicle will be sufficient.

The intent of this measure is to provide some level of convenience to WNY employees and reduce stress and time when applying for a permanent parking permit. Please submit any questions regarding the application process to the One Yard Parking mailbox at [OYP\\_NSAW@nmci-isf.com](mailto:OYP_NSAW@nmci-isf.com)